

LOCAL FINANCE NOTICECHRISTINE TODD WHITMAN
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DIRECTOR**IMPORTANT CERTIFICATION PROGRAM CHANGES**

This Local Finance Notice reviews a number of changes in the administration of Division professional certification programs. All certified individuals should review this Notice carefully.

New Category for Continuing Education Credits - Information Technology

Effective immediately, the Division has added a new category for each certification program: "information technology". A new "Record of Continuing Education/Certification Renewal" form noting the change has been enclosed for you to utilize. **This is an optional category; there are no minimum number of credits required. All other categories and minimum contact hours remain unchanged.** The impetus for adding this new category is to encourage licensees to learn about information technology applications. This training is especially important in light of the amount of government business which can now be conducted over the Internet, the use of spreadsheet and database programs to more efficiently conduct business, and the move by the Division toward electronic budget submission and communications.

Credit will be awarded on an hour for hour basis for programs in which attendees are utilizing computer terminals, and one hour for every three hours in which the instruction format is purely lecture based without the use of practical applications. The programs must be technology-oriented and vendor general in nature.

Approval of Continuing Education Programs

Recently, the Division has received a number of applications for renewal of certificates that included programs which were not approved by the Division for continuing education credit. Licensees should not assume that, simply because another agency has approved a program for continuing education, it is applicable to the specific certification administered by the Division. Advertisements for programs approved by the Division normally state that the sponsor has received credit approval (and note the subject areas approved), or that they have applied to the Division for such approval.

If you receive a mailing for a program which has not been approved by the Division, but for which you believe continuing education credit is applicable, use the "Individual Continuing Education" form to apply for credit. These forms are available by contacting the Certification Unit, or by downloading them from the Division web site. In the past, the Division would not approve programs for credit

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and Assistance
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Board
(609) 292-0479Local Management
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(609) 984-0132Fax
(609) 984-7388

which were submitted retroactively for consideration. In the future, programs submitted in a timely manner after completion will be considered for credit, however, you are still strongly advised to submit the request prior to attendance, as credit may ultimately be denied. Please contact staff at the Certification Unit if you have a question as to whether a particular program has been approved.

Future Revisions to Renewal Procedures

Later this year, the Division plans on moving to a revised certification renewal procedure. Applicants will still be required to submit the renewal application and fee, however, renewal certificates will no longer be issued. In place of the renewal certificate, you will receive a computer generated document containing a small certificate showing the reissue and expiration date, and possibly a wallet size card. It is anticipated that this new procedure will greatly reduce the time from submission of your renewal application to receipt of the actual renewal notice.

Renewal Applications

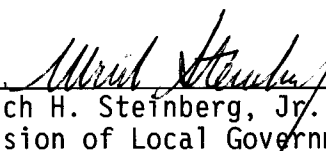
Please make copies of the revised renewal application enclosed with this Notice for your future use. The Division will no longer automatically send you another application when you renew. Applications can also be obtained by contacting the Certification Unit, or by downloading it from the Division web site.

Certification Documents on the Web

All certification related documents, including exam and renewal applications, exam announcements, continuing education agreements, etc., are now available on the Division's web site. Information on approved continuing education programs is also available. The web site address is:

<http://www.state.nj.us/dca/lgs/dcadlgs.htm>

If you are in need of any of the forms noted herein or have other questions related to continuing education and license renewal, please contact the Certification Unit at (609) 633-6349.



Ulrich H. Steinberg, Jr., Director
Division of Local Government Services

Distribution: All CMFOs, CCFOs, CTCs, RMCs, and CPWMs
Enclosure